



San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102

Phone 415.557.4236

London N. Breed

Mayor

Dr. Mary Wardell-Ghirarduzzi

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Vice-President

Pete Huang

John Lee

Dr. Eurania Isabel López

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Connie Wolf

Commissioners

Michael Lambert

City Librarian

Margot Shaub

Commission Affairs Analyst

NOTICE OF MEETING

A regular meeting of the [San Francisco Public Library Commission](#) will be held as follows:

DATE: Thursday, December 16, 2021

TIME: **4:30 PM**

PLACE: Due to the COVID-19 health emergency and to protect our Commission Members, SFPL staff, and members of the public, the Koret Auditorium in the Main Library is closed.

Meeting held virtually & telephonically pursuant to Government Code Section 54953(e) and the [Sixteenth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency dated February 25, 2020](#).

The purpose of the orders is to provide the safest environment for all persons consistent with [San Francisco Department of Public Health Order of the Health Officer No. C19-07y](#) and current public health recommendations, while allowing the public to observe and address the Commission.

Members of the public are encouraged to participate remotely. Please see remote meeting access information:

Remote Meeting Access
WATCH and PUBLIC COMMENT
Cisco Webex Event Link:
on.sfpl.org/SFPLCommission

Providing Public Comment:

Providing Public Comment Via the Webex computer interface

1. Click on the Participants button at the bottom right of your meeting window to view the Participants panel.
2. When it is time for public comment, click on the Raise Hand Icon to be placed in the queue to speak.
3. A raised hand will appear next to your name.
4. When the host unmutes you in the system, you will hear a beep. The host will inform you when your three minutes to speak begins. **THIS IS YOUR TIME TO SPEAK.** You are encouraged to state your name clearly. You will have up to three minutes to provide your comments. Note, if you are using a Mac, you may not hear a prompt to begin speaking.
NOTE: The meeting host will address all commenters by the name or caller number that is displayed on the host screen. Meeting hosts will not assume any knowledge of commenters beyond what is displayed on the screen.
5. The meeting host is the official keeper of time. When your time expires, the host will state, "Three minutes." At that time, the host will mute you. Please click on the Raise Hand Icon to lower your hand.
6. The host will lower the raised hands of all commenters when the Commission President or presiding officer closes public comment on a given item.

NOTE: The function to lower hands in Webex is universal – all hands are lowered simultaneously, including those of panelists. Hands cannot be lowered by the host individually. The meeting host will lower all hands again after Commissioners have used the raise-hand functionality to coordinate their discussion on an item. Prospective commenters who raise their hands while the Commission is in discussion run the risk of having their hands lowered. Commenters are instructed to wait until the presiding officer calls for public comment on a specific agenda item to raise their hands to avoid confusion.

Providing Public Comment Via Phone

1. Dial in to 1-415-655-0001 or 1-408-418-9388 and then enter the unique **access code 2495 866 4085** for the monthly meeting, and then press # twice
2. No "Attendee ID Number" is required to participate.
3. You will hear a beep when you join the meeting. Please note, if you are calling in before the official meeting start time, the phone line will remain silent.
4. **Wait for Public Comment to be announced for each individual agenda item.**

5. When the Commission President calls for Public Comment, press ‘*3’ to be added to the speaker line.
 6. You will then hear “You have raised your hand to ask a question, please wait to speak until the host calls on you.”
 7. Ensure you are in a quiet location. Before you speak, mute the sound of any equipment around you, including televisions, radios, and computers. It is especially important that you mute your computer (if you are watching via the web link) so there is no echo sound when you speak.
 8. If you decide to remove yourself from the comment queue, press ‘*3’ – you will hear: “You have lowered your hand.”
 9. When it is your turn to offer comment, the host will unmute you and the system message will say “Your line has been unmuted.” The host will inform you when your three minutes to speak begins. THIS IS YOUR TIME TO SPEAK. You are encouraged to state your name clearly.
- NOTE: The meeting host will address all commenters by the name or caller number that is displayed on the host screen. Meeting hosts will not assume any knowledge of commenters beyond what is displayed on the screen.
10. The meeting host is the official keeper of time. When your time expires, the host will state, “Three minutes.” At that time, the host will mute you. You will hear “Your line has been muted”
 11. Participants who wish to speak on other public comment periods can stay on the meeting line and listen for the next public comment opportunity to be called.
 12. BEST PRACTICES • Call from a quiet location • Speak slowly and clearly • Turn down any televisions or radios around you • Address the Commission as a whole, do not address individual Commissioners
 13. The host will lower the raised hands of all commenters when the Commission President or presiding officer closes public comment on a given item.

NOTE: The function to lower hands in Webex is universal – all hands are lowered simultaneously, including those of panelists. Hands cannot be lowered by the host individually. The meeting host will lower all hands again after Commissioners have used the raise-hand functionality to coordinate their discussion on an item. Prospective commenters who raise their hands while the Commission is in discussion run the risk of having their hands lowered. Commenters are instructed to wait until the presiding officer calls for public comment on a specific agenda item to raise their hands to avoid confusion.

You may submit correspondence to the Commission concerning any item on the agenda. To ensure your correspondence is received by the Commission in advance of the meeting, please send an email to citylibrarian@sfpl.org by **5 PM on Wednesday, December 15, 2021** or

call 415-557-4236. Emailed comments will be posted on the [Library Commission webpage](#).

Meeting documents (agenda, explanatory documents, presentation slides) can be downloaded from the library's website at sfpl.org/library-commission/agendas.

The meeting will be called to order.

Note: The Commission will hear public comment on each item on the agenda before or during consideration of that item.

1. Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e). Discussion/Action

The Commission will discuss and possibly adopt a resolution setting forth findings required under Assembly Bill 361 that would allow the Commission to hold meetings remotely according to the modified Brown Act teleconferencing set forth in AB 361. Explanatory Document:
Proposed resolution
Explanatory Document: [Findings Resolution](#)

2. General Public Comment

This item is to allow members of the public to address the Commission on matters that are within the subject matter jurisdiction of the Commission and that do not appear on the agenda.

3. FY 23-24 Budget Review Discussion

Presentation on the Library's FY 23-24 Budget priorities.
Explanatory Documents: [FY 23-24 Budget Presentation](#)

4. Talking Books and Braille Center Renovation Discussion

Presentation on the Talking Books and Braille Center (TBBC) Renovation.
Explanatory Document [Talking Books and Braille Center Renovation Presentation](#)

5. City Librarian's Report Discussion

This item is to allow the City Librarian to report on recent Library activities and make announcements. The City Librarian will give updates on: SFPL Reopening, Digital Asset Management System (DAMS), and Poetry & Light Festival.
Explanatory Documents: [SFPL Reopening Presentation](#), [Digital Asset Management System Presentation](#), and [Poetry & Light Festival Presentation](#)

6. Approval of the Minutes November 18, 2021

Action

Presentation, discussion and possible action to approve the minutes of the Library Commission meeting of November 18, 2021.

Explanatory Documents: [November 18, 2021 Draft minutes](#)

7. Adjournment

Action

(Requires motion and public comment.)

Margot Shaub, Library Commission Affairs Analyst

Explanatory documents: Copies of listed explanatory documents are available on the Public Library’s website sfpl.org/librarycommission.

Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d). The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government’s duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people’s business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people’s review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Administrator, Sunshine Ordinance Task Force by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415-554-7724; by fax at 415-554-7854; or by email at soft@sfgov.org.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, sfgov.org/sunshine/

San Francisco Lobbyist Ordinance

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF

Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 2200, San Francisco, CA 94102, telephone 415-252-3100, fax 415-252-3112 and web site: sfgov.org/ethics.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Accessible Meetings Policy

DISABILITY ACCESS: The Library Commission's meeting space, the Koret Auditorium at the Main Library, 100 Larkin Street, is currently closed due to the COVID-19 pandemic at the behest of the San Francisco Public Health Department.

Per the American Disabilities Act and the Language Access Ordinance, American Sign Language and/or Chinese, Spanish, Filipino (Tagalog) interpreters will be made available if requested at least 48 hours before the meeting. The hearing room is wheelchair accessible. Every effort will be made to provide a sound enhancement system, meeting materials in alternative formats, and/or a reader. Late requests may be considered if possible but are not guaranteed. Requests for translated minutes will be completed after minutes have been adopted by the Commission.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that others may be sensitive to various chemical based products. Please help the City accommodate these individuals.

For inquiries or requests for other accommodations, please call 415-557-4236